

Permit, Zoning, FEMA and Environmental checklist**Permit #** _____

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|---|--|
| <input type="checkbox"/> Owner's Info (name, job site address, phone) | <input type="checkbox"/> Strap Number |
| <input type="checkbox"/> Contractor's Info (name, address, phone, fax, license no.) | <input type="checkbox"/> V Zone Cert. |
| <input type="checkbox"/> Notice of Commencement (If project is over \$2500 and on HVAC it's \$7500) | <input type="checkbox"/> Floodplain Reg |
| <input type="checkbox"/> Owner Builder Disclosure (If owner is to be the contractor) | <input type="checkbox"/> Lee Co. records |
| <input type="checkbox"/> Architect or Engineer Info (name, address, phone, fax) | <input type="checkbox"/> Code Violations |
| <input type="checkbox"/> Description of work on permit | <input type="checkbox"/> YES <input type="checkbox"/> NO |
| <input type="checkbox"/> Three sets of signed and sealed plans with site plan or survey. New building or additions need Energy calculations. | |
| <input type="checkbox"/> Is project between 1991 and 1978 Coastal Construction line, bayside of island or on a canal. If yes, State of Florida DEP approval needed. | |
| <input type="checkbox"/> Drainage plan(If fill material raises the lot elevation more than an avg. of 6 inches) | |
| <input type="checkbox"/> Dock/Shore (If on bayside need Army Corps of Engineers and DEP approvals, canals only require DEP. Boathouses need sign and sealed drawings.) | |
| <input type="checkbox"/> Pools (All pools need site specific, sign and sealed letter for pump equipment and if location of pool is in V zone than all plans need to be sign and sealed) | |
| <input type="checkbox"/> Windows/Shutters(Florida approval for Wind-130 Exp-C & letter from Condo asso) 45% tinting on all window facing the beach | |
| <input type="checkbox"/> Lighting and vegetation plan for new buildings or additions | |
| <input type="checkbox"/> Commerical projects (If project is land disturbing than a DO/LDO is needed) | |

Zoning review

Zoning _____	Land Use _____	Lot Size _____	Survey	Yes / No
Min. Req. Setbacks _____			Elev. Cert.	Yes / No
Actual Setbacks _____			Site Plan	Yes / No
Constr. Value _____	NOC	Yes / No	Master Plans # _____	Sealed Plans Yes/No
Commerical	Yes / No	Residential	Yes / No	Owner Builder Arridavit
				Yes / No

Remarks

FEMA Checklist	
Is the property located in FEMA zone AE or VE ?	AE VE
What is the currently required Base Flood Elevation (BFE)?	NAVD88
What is the elevation of grade before construction?	NAVD88
For structures in AE zone, what is the elevation lowest and the next higher floor if an allowable wet floodproof enclosure is proposed?	NAVD88
FEMA VE , what is the elevation of the bottom of the lowest horizontal structural member of any kind whatsoever?	NAVD88
What was the Base Flood Elevation for the existing structure at the time of its construction?	NAVD88
Is the area below the lowest finished floor used solely for parking of vehicles, building access, or storage?	YES NO
have a minimum of two openings no higher than one foot above grade having a total net open area of not less than one square inch for every square foot of enclosed area? And any additional standards for dry floodproofing nonresidential buildings in Zone AE.	YES NO
If in a FEMA V Zone, are the walls below the lowest finished floor constructed with non-supporting breakaway walls , open wood lattice-work, or insect screening intended to collapse under wind and water loads without causing structural damage to the elevated portion of the building?	YES NO
Are any of the following located below the base flood elevation: Electrical Outlets, Air Conditioner, Appliances, Water Heater, Bathroom, and Utility Sink?	YES NO
What are the cost of prior improvements for the last 5 years and proposed current request? [Note: If the cost of the improvements exceeds 50% of the market value of the structure when improved, the structure may be non-conforming or future improvements may be limited.	YES NO
Is any portion of the property or structure located seaward of the Coastal Construction Control Line? 1978 or 1991	1978 1991
Is there an approved DEP permit from the Bureau of Beachs and Coastal Systems for this project?	YES NO
Are there any other structures, such as a seawall, dock, deck, or pier constructed in, on, or over adjoining waters and/or wetlands?	YES NO
Is the structure constructed in accordance with flood resistant materials below BFE on the submitted plans?	YES NO

Remarks

Environmental Sciences Checklist	
Prior to any activity that will affect wetlands, a copy of an ERP or exemption shall be required from either the Florida Department of Environmental Protection or the South Florida Water Management District (LDC Section 14-296).	YES NO

Sea turtle lighting plan to include location, number, wattage, elevation, orientation, and manufacturers cut sheets (LDC Section 14 Article II & LDC Section 34 Article IV Division 20).	YES	NO
Photometric plan with proposed and exiting foot candles shown on a scaled 20' x 20' appropriately scaled plan (LDC Section 34 Article IV Division 20).	YES	NO
All windows and doors visible from sea turtle nesting habitat must be tinted to achieve an industry approved, inside-to-outside light transmittance value of 45% or less.	YES	NO
For pools and spas in or near sea turtle nesting habitat- Any pool or spa lights must be shielded and/or covered to reduce direct or indirect illumination of non-target areas.	YES	NO
Location of all dune vegetation (as defined in LDC Section 14-1) on an appropriately scaled map in relation to any proposed development.	YES	NO
Location of all protected trees (as defined in LDC Section 14-380) on an appropriately scaled map in relation to any proposed development. A protection plan must be included for all protected trees proposed to remain during construction (LDC Section 14-383).	YES	NO

Remarks

Contacts

FDEP Single Family Dock Self Certification http://approd.dep.state.fl.us/erppa/	Single family docks only
DEP Jennifer Cowart- Pager:1-877-314-1329 Fax:239-332-6969 Email:Jennifer.Cowart@DEP.State.FI.US	Coastal Construction line 1978 and 1991
For Docks and Boathouses DEP Ryan Snyder 239-332-6975 Ext.140 Email: Ryan.Snyder@DEP.State.FI.US	Seawalls, rip rap & seacaps w/ concrete in canals
For mangrove issues DEP Daniel VanNorman 239-332-6975 Ext. 136 Email:Dan.VanNorman@DEP.State.FL.US	All mangrove issues
Dept. of the Army - Corps of Engineers 239-334-1975	Construction in bay
Coastal Control line website: www.leepa.org	
Lee County Sheriff's Office Phone:477-1830 Fax:432-0268	
Fort Myers Beach Fire Dept. Phone:463-6163	
Lee County Clerk of Courts Phone:533-5000 2115 Second St. Fort Myers FL	
Lee County Community Development website: www.lee-community.com/dcd	
Florida Product Approval website: www.floridabuilding.org	